

Total Workforce Management Services (TWMS) Quick User Guide

*Managing Your CyberSecurity
Workforce*



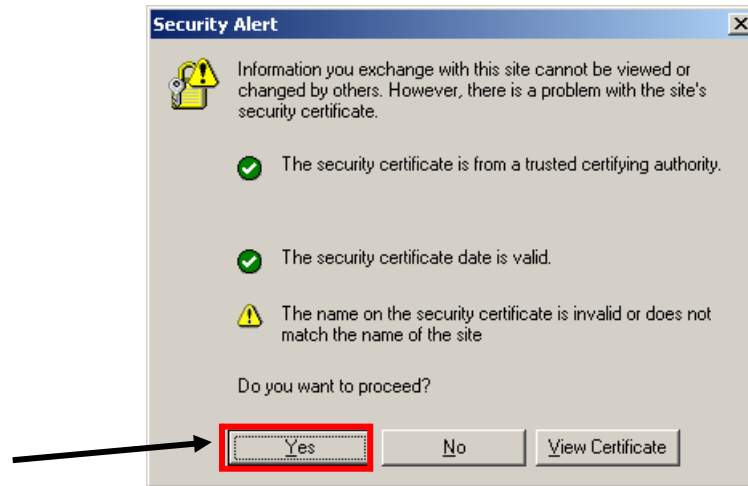
Applying for a TWMS Account

To apply for a TWMS account:

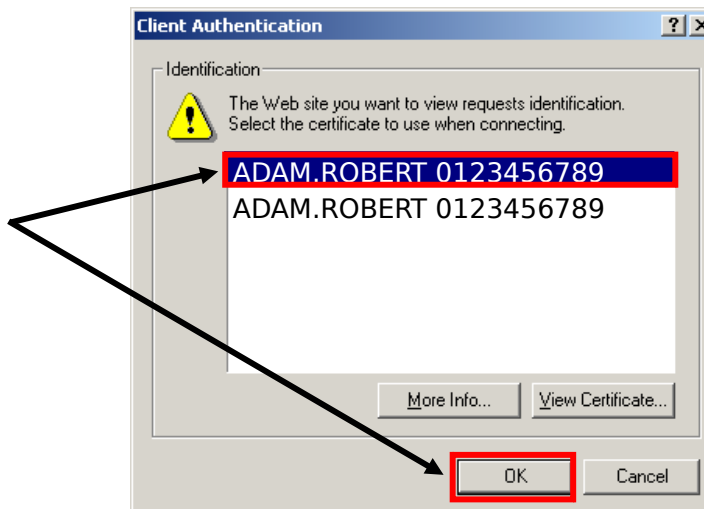
1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



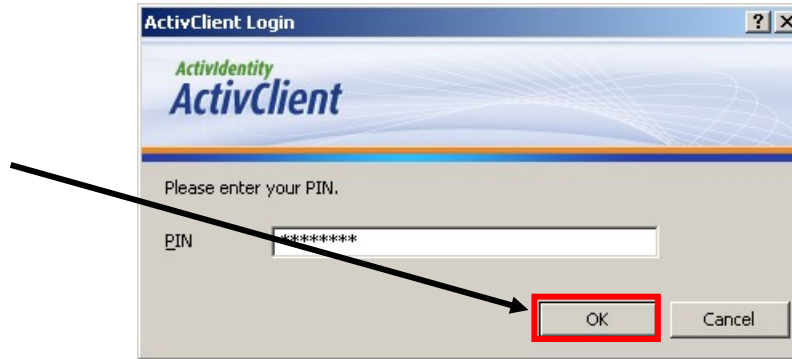
3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose.)



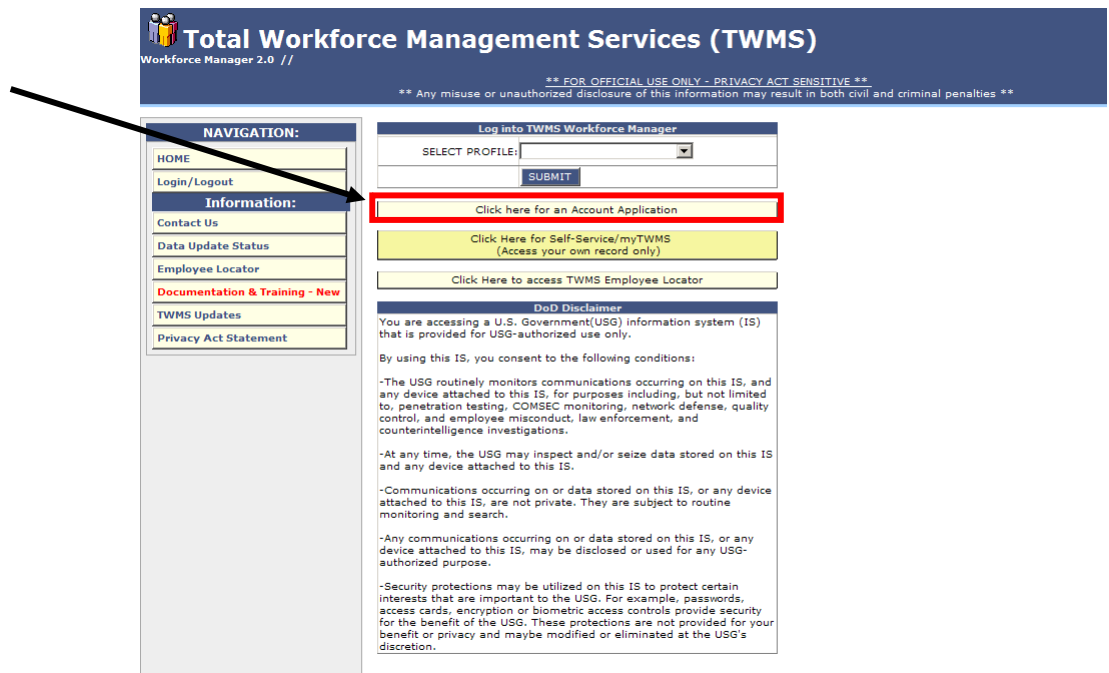
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Applying for a TWMS Account

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Click the button labeled **Click here for an Account Application**.



Applying for a TWMS Account

6. Enter your last name, first name, and the last four digits of your SSN and then click **Find**. You must already have a record within the TWMS database in order to apply for an account.

Application for TWMS Account

Step 1: Find Your Record

Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name First Name Last 4 of SSN

7. If your name is found in the TWMS database then it will appear here. Click the **Select** link next to your name to open the account application form. If your name is not found then please contact your local TWMS Administrator.

Application for TWMS Account

Step 1: Find Your Record

Enter Last Name, First Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on the "Select" button of the row you wish to select.

Last Name First Name Last 4 of SSN

	Last Name	First Name	Employee Type
<input type="button" value="Select"/>	ADAM	ROBERT	MA

8. If you have not completed the required DoD Personally Identifiable Information (PII) training then you must complete it before initiating your TWMS account application.

Application for TWMS Account

Before you can apply for a TWMS account, you must first complete the mandatory DOD Personally Identifiable Information (PII) training. You may complete the training in TWMS self service or via NKO. To take the training via TWMS self service, go to: <https://MyTWMS.nmci.navy.mil/>, then click on the "Online Training & Notices" button.

Applying for a TWMS Account

If your record was found then many of the fields will be pre-populated with information based upon your TWMS record.

9. Enter and/or correct all required fields.

10. After choosing the access level select from the available functional privileges that you may also require.

11. Click the **Submit Application** button.

Application for TWMS Account

Use this form to apply for a login account to the Total Workforce Management Services (TWMS) module website.

Step 2: Complete Form

Complete all required (*) fields below. Click the "Submit Application" button when ready to submit.

*First Name: ROBERT

*Last Name: ADAM

*Email Address: robert.adam@navy.mil

*Work Phone: (619) 532-5555

*Command Code you are currently assigned to: 00052 - CDR NAVY INSTALLATIONS COMMAND

*Your Current Assigned org code: N622

*Supervisor's Full Name: SELASSE, HAILE [Select](#)

*Supervisor's Telephone Number: (619) 555-1212

*Which Access Level are you requesting? IAM/SECURITY COORDINATOR [Details](#)

Enter UIC(s) and Org Code(s) that you are requesting access to: DEMO1~, DEMO2~*

Enter Comment or Remarks (optional)

Which of the following additional Privileges are you also requesting?

☐ Muster Coordinator UIC(s) Org Code(s)

☐ Muster Certifier UIC(s)

☐ RPA Tracker

☐ Link Employees to Billets

Do you need to view SSN?

☐ MD715 Reports

☐ Awards Admin

☒ Training Requirements

☐ Document Uploading

☒ SF-182 Workflow

☐ Security Notification Tool

☐ TPOS / FTE Cap View

☐ Organization Charts

☐ Adhoc - Employee Information

☒ Adhoc - IA Workforce

[Submit Application](#)

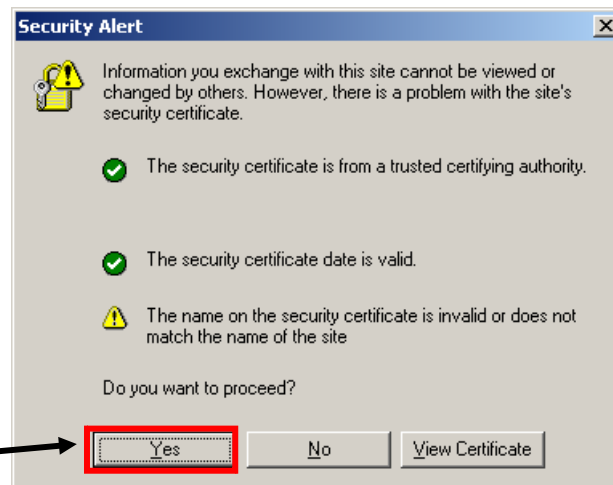
Logging on to TWMS

To log on to your TWMS account:

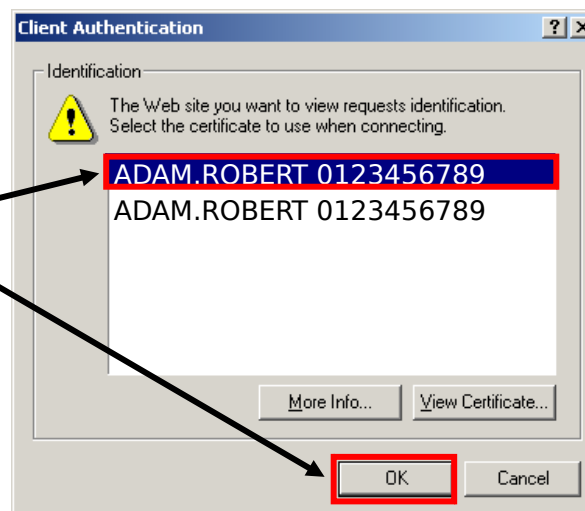
1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



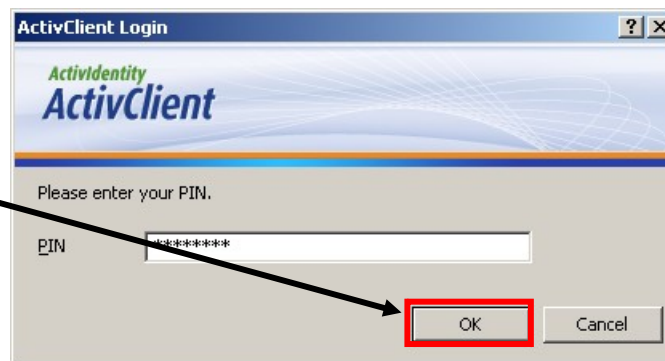
3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose.)



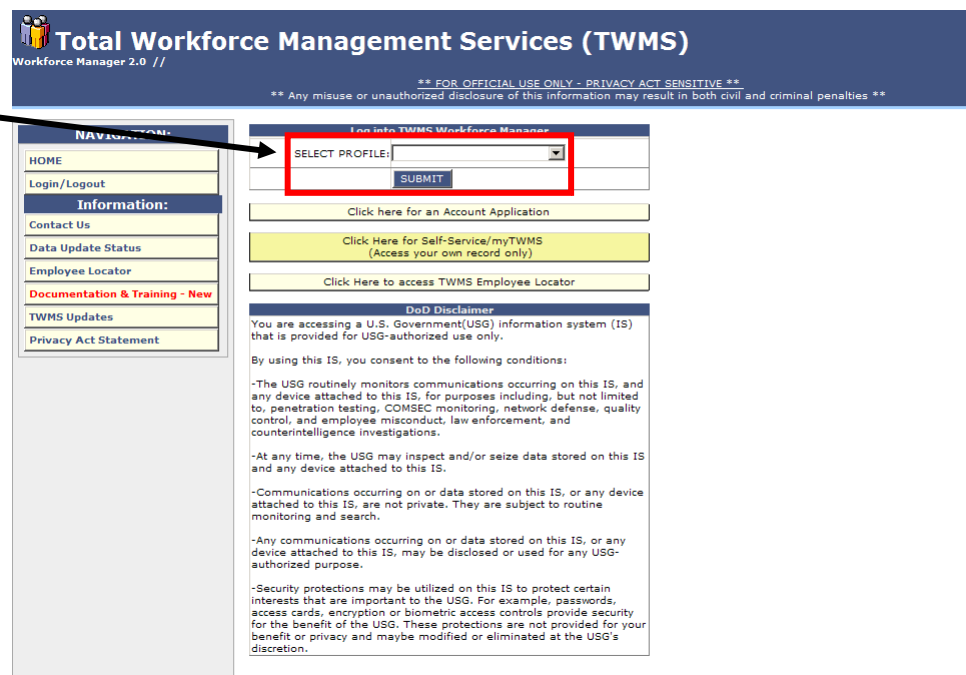
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Logging on to TWMS

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Select your profile from the dropdown and then click **Submit** or press “Enter” on your keyboard. If you only have one TWMS account then you will only see one profile listed.



Managing Your CyberSecurity Workforce

To view and/or edit the CyberSecurity Workforce details of an employee*:

1. From the Home page click on the **name** of the employee that you are interested in.

**You must have the appropriate permissions to view and/or edit an employee's CyberSecurity Workforce information.*

Note: The term "IA Workforce" is often referred to in the TWMS screen captures founds in this guide. They are equivalent to the term "CyberSecurity Workforce".

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: SECURITYCOORDINATOR.DEMO Access Level: IAM/SECURITY COORDINATOR
Browsing Employee Records

NAVIGATION:
Home
Login/Logout
Contact Us
Data Update Status
Documentation & Training
TWMS Updates
Privacy Act Statement

ACTIONS:
Add/Gain an Employee
Dashboard View
Employee Locator
Manage Billets
Manage Non-Navy Personnel
Report Services
Reports (Legacy)
Tools/Functions
View/Update your Profile

Record Status: Active-On Board **Employee Type:** All Types **Last Name:** **First Name:** **UIC/ORG:** Assigned **UIC:** **ORG:** **Sort Order:** Name **Find** **Reset**

Table:

EMPLOYEE NAME	Assigned UIC	Assigned Org	TITLE	BIN	BSC	EMPLOYEE TYPE
BANVILLE, JOHN	DEMO1		SYSTEM TECH			CONTRACTOR
BRAID, JAMES MA3	DEMO1	N64	INFO SYS TECH			ACTIVE DUTY
BRUCE, JAMES AC2	DEMO1	N41				ACTIVE DUTY
BURKE, EDMUND	DEMO1	N61	DATABASE ADMINISTRATOR			CIVILIAN-NAF
CARR, MARINA	DEMO1	N5	BUSINESS ANALYST			CONTRACTOR
CARRON, WILLIE BM2	DEMO1	N63	INFO SYS TECH			ACTIVE DUTY
CAYCE, EDGAR	DEMO1	N6	MANAGEMENT ANALYST	DEMO002	80011	CIVILIAN-APF
CELTION, MARK	DEMO1	N6	SYSTEMS MANAGEMENT SPECIALIST			CONTRACTOR
COLLINS, MICHAEL	DEMO1	N61	COMPUTER TECHNICIAN			CIVILIAN-NAF
CONBOLLY, SEAN MA2	DEMO1	N3AT	SECURITY			ACTIVE DUTY
CONOLLY, JAMES	DEMO1	N6	COMPUTER REPAIR SPECIALIST			CIVILIAN-NAF
de NOSTRADAMUS, MICHEL	DEMO1	N63	SOFTWARE ENGINEER			CIVILIAN-APF
DOE II, JOHN	DEMO1	N64	EDUCATION TECHNICIAN			CONTRACTOR
DOUGLAS, DAVID AC1	DEMO1	N64				ACTIVE DUTY
DRACOLYA, VLAD J	DEMO1	N62	DATABASE PROGRAMMER			CIVILIAN-APF
EMELIANENKO, FEDOR IT2	DEMO1	N4	LAN ADMIN			ACTIVE DUTY
FOXHOUND, SID	DEMO1	N9	FOOD TASTER			CONTRACTOR
GERMANICUS, GAIUS C	DEMO1	N4	COMPUTER TECHNICIAN	DEMO104	20410	CIVILIAN-APF
GERMANICUS, TIBERIUS C	DEMO1	N72	EDUCATION TECHNICIAN	DEMO107	11110	CONTRACTOR
GRACIE, RICKSON SH2	DEMO1	N3	Hand to Hand Combat Instructor			ACTIVE DUTY
GUEVARA, ERNESTO C IT1	DEMO1	N3				ACTIVE DUTY
GWATSO, TENZIN	DEMO1	N6	BUDDHIST PRIEST			CONTRACTOR
HAYES, CATHERINE	DEMO1	N62	DATABASE SPECIALIST			CIVILIAN-NAF
JAMES, JOYCE	DEMO1		GHOST WRITER			CONTRACTOR
KAFKA, FRANZ	DEMO1		JOURNALIST			RESERVIST
MARTIN, JULIA	DEMO1	N6	TELECOMMUNICATIONS SPECIALIST			CONTRACTOR
MERRIK, JOSEPH	DEMO1	N41	WEBMASTER			CIVILIAN-APF
MOON, SUN M	DEMO1	N41	SUPV INFO TECHNOLOGY SPEC (PLCY/PLN)			CIVILIAN-APF
NEWMAN, ALFRED E IT2	DEMO1	N64				ACTIVE DUTY
NORMAN, RUTH U	DEMO1	N142	COMPUTER ASSOCIATE			CIVILIAN-APF
PITCHASER, BABE	DEMO1	N63C	SUPERVISOR			CONTRACTOR
REDMOND, JOHN	DEMO1	NXX				CIVILIAN-NAF
ROTTEN, JOHNNY IT2	DEMO1	N64	IT SPECIALIST			ACTIVE DUTY
RUSSELL, GEORGE	DEMO1	N64	CONTRACTOR IA SPECIALIST			CONTRACTOR
RYAN, TOBY	DEMO1	N6	TRAINING & HR SPECIALIST			CONTRACTOR
SATZER, JOYCE	DEMO1	N4	STAR FLEET COMMANDER			CONTRACTOR
SELASSIE, HAILE	DEMO1	N131	HARDWARE TECHNICIAN			CIVILIAN-APF


TOTALS: CIV-APF: 11 • CIV-FND: 0 • CIV-FNI: 0 • CIV-NAF: 7 • Military Active: 12 • Military Reserve: 0 • Contractor: 17
Page: 1

Check-In Required Check-Out Required Overdue Gain/Loss

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Managing Your CyberSecurity Workforce

2. Click the **CyberSecurity Workforce Info** button.



Total Workforce Management Services (TWMS)

Workforce Manager 2.0 // Login: SECURITYCOORDINATOR.DEMO Access Level: IAM/SECURITY COORDINATOR

General Information

** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **

** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:

[HOME](#)
[Login/Logout](#)
[General Information](#)
[Assignment/Position Info](#)
[Training/Educ/Cert & Skills](#)
[Security Clearance Info](#)
[CyberSecurity Workforce Info](#)
[Uploaded Documents](#)

Information:

[Contact Us](#)
[Data Update Status](#)
[Employee Locator](#)
[Documentation & Training - New](#)
[TWMS Updates](#)
[Privacy Act Statement](#)

ACTIONS:

[Add/Gain an Employee](#)
[Ad-Hoc Reporter](#)
[Dashboard View](#)
[Manage Billets](#)
[Manage Non-Navy Personnel](#)
[Report Services](#)
[Tools/Functions](#)
[View/Update your Profile](#)

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR.	DEMO1 / N02	DEMO1 /	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	ES	2210	10	10

GENERAL INFORMATION

EMPLOYEE STATUS:	Active - On Board		
WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40
TELEWORKER:	YES	TELEWORK SHIFT:	<input type="text"/>
TELEWORK ELIGIBILITY:	NOT SURVEYED		
WORK SHIFT:	<input type="text"/>	WORK SHIFT TYPE:	<input type="text"/>
APPOINTMENT TYPE:	Competitive - Career-Conditional		
PAYROLL ORG CODE:	714	TENURE GROUP:	2 - Conditional
VETERANS PREF:	None	PAY RATE DETERMINANT:	(0) Regular Rate
VETERAN STATUS:	Not A Veteran	VETERANS PREF RIF:	None
BARGAINING UNIT (BUS):	0010-AFGE/2 - (040010)	ANNUITANT STATUS:	Not Applicable
TRAINING PROGRAM ID:	Not Applicable	SPECIAL PROGRAM ID:	Not Applicable
		COMMAND SPECIAL PROGRAM:	None/Not Applicable

IMMEDIATE SUPERVISOR

NAME:	<input type="text" value="MICHAEL WOLFE"/>	ORG CODE:	N62	WORK PHONE:	619-532-4365
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WORK LOCATION

BASE LOCATION:	<input type="text" value="New Orleans, LA, United States"/>	<input type="button" value="Select"/>					
BUILDING NUMBER:	<input type="text" value="791"/>	ROOM NUMBER:	<input type="text" value="543"/>	FLOOR NUMBER:	<input type="text"/>	CUBICLE/SPACE:	<input type="text"/>

DATES

SCD LEAVE:	9/12/1997	SCD CIV:	9/12/1997	SCD RIF:	9/12/1997
DATE LAST PROMOTED:	12/14/2003	LAST EQUIVALENT DATE (LEQ):	12/14/2003	WGI ELIGIBLE DATE:	6/12/2005
DATE EOD NAVY/USMC:	7/6/1998	DATE EOD CURRENT COMMAND		DATE START PRESENT POSITION:	10/3/2004
DATE PROB/TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	10/3/2007	DATE SUPV/MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	CAREER PROMOTION ELIGIBLE DATE:	
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	N/A
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A	DATE APPOINTED TO EXEC SVC:	N/A

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Managing Your CyberSecurity Workforce

The form displayed here shows the CyberSecurity Workforce Information and also the certifications held by this employee. What is selected in the “DOD Workforce IA Category” and “DOD Workforce IA Level” fields will determine what is required for the employee to be 100% in their readiness status.

- Complete the form with the appropriate information using the dropdown menus and calendar.

Note: The “DOD Workforce IA Employee Readiness Status” indicator will automatically change depending upon the number of requirements that have been satisfied for the selected IA Category and IA Level.

- Click the percentage complete link to view the IA Readiness Matrix.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	GS	2210	10	10

CYBER SECURITY WORKFORCE INFORMATION			
DOD WORKFORCE IA CATEGORY:	MANAGERIAL	DOD WORKFORCE IA LEVEL:	LEVEL III
DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE:		DOD WORKFORCE IA PAA COMPLETE:	No
DOD WORKFORCE IA SPECIAL CODE:	INFORMATION SECURITY (INFOSEC)	DOD WORKFORCE IA DUTY CODE:	PRIMARY (25 - 40 HOURS)
DOD WORKFORCE IA PQS COMPLETE:	No	DOD WORKFORCE IA EMPLOYEE READINESS STATUS:	50% Complete
DCPDS DOD WORKFORCE IA CATEGORY:		DCPDS DOD WORKFORCE IA LEVEL:	
DCPDS DOD WORKFORCE IA SPECIAL CODE:		DCPDS DOD WORKFORCE IA DUTY CODE:	
Update			

EMPLOYEE IDENTIFIED CERTIFICATIONS				
CERTIFICATION TYPE	CERTIFICATION DATE	CERTIFICATE NUMBER	CERTIFICATION PROVIDER	ACTION
CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	12/17/1997		ISC	Edit Delete
Insert A New Certification				

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Managing Your CyberSecurity Workforce

The IA Readiness Matrix displays, for each DoD Workforce IA Category, the requirements of that category and the weighted percentage of each.

Example:

For all levels of the Managerial DOD IA Workforce category then the requirements are as follows:

- *Personal Qualification Standard (PQS) Completed (25%)*
- *Current IAM Command Designation Letter (25%)*
- *Completing the training for the listed occupational series for APF/NAFI employees or the DNEC for military active duty and also entered into TWMS (25%)*
- *1 or more IA certifications which have been included in TWMS (25%)*

IA READINESS MATRIX	
Information updated as of: 21 JANUARY 2010	
CND	
ANALYST:	GIAC Certified Intrusion Analyst (GCI)
	Certified Ethical Hacker (CEH)
	Certified Intrusion Analyst (CIA)
	Certified Information Systems Security (CISSP)
	Certified Information Security Manager (CISM)
	Certification & Accreditation Professional (CAP)
	GIAC Security Leadership Certification (GSLC)
	GIAC Information Security Fundamental (GISF)
	GIAC Security Leadership Certification (GSLC)
	Certified Information Security Manager (CISM)
	Certification & Accreditation Professional (CAP)
IAM level I, II, III (Managerial or DAA)	
REQUIREMENTS:	
	PQS Completed (25%)
	Current IAM Command Designation Letter (25%)
	Training completed (25%)
	APF/NAFI Civilians with an Occupational Series = 2210 or
	Military Active Duty Personnel with a Designated NEC (DNEC) of the following: 7420, 7440, 1600, 1610, 6240, 6440 *Training considered satisfied
	Others outside of DNEC/Occupation Series: Training courses completed and entered into TWMS (IAM Level I, II, or III Training)
	1 or more INFORMATION ASSURANCE (IA) certifications in TWMS (25%)
LEVEL I:	COMPTIA Security+ Certification
	GIAC Security Leadership Certification (GSLC)
	GIAC Information Security Fundamental (GISF)
	Certification & Accreditation Professional (CAP)
LEVEL II and III:	Certified Information Systems Security (CISSP)
	GIAC Information Security Fundamental (GISF)
	GIAC Security Leadership Certification (GSLC)
	Certified Information Security Manager (CISM)
	Certification & Accreditation Professional (CAP)
IAM level I, II, III (T)	
REQUIREMENTS:	
	Personal Qualification Standard (PQS) Completed (25%)
	Privileged Access Agreement (PAA) (25%)
	Training completed (25%)

Managing Your CyberSecurity Workforce

Note: Here the “DOD Workforce IA PQS Complete” field is changed from No to Yes. Clicking Update will change the readiness status percentage for this employee.

- Click the **Update** button to save any changes to the IA Workforce Information.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

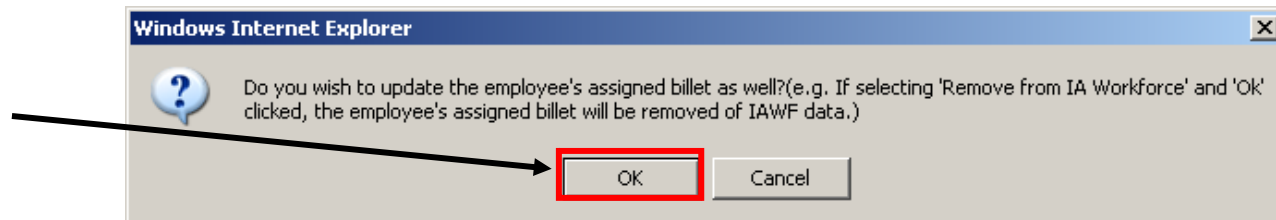
IA WORKFORCE INFORMATION			
DOD WORKFORCE IA CATEGORY:	MANAGERIAL	I2210 WORKFORCE IA LEVEL:	LEVEL III
DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE:		CYBER SECURITY WORKFORCE INFORMATION	
DOD WORKFORCE IA SPECIAL CODE:	INFORMATION SECURITY (INFOSEC)	COMPLETE:	
DOD WORKFORCE IA PQS COMPLETE:	Yes	DOD WORKFORCE IA DUTY CODE:	PRIMARY (25 - 40 HOURS)
DCPDS DOD WORKFORCE IA CATEGORY:		DOD WORKFORCE IA EMPLOYEE READINESS STATUS:	50% Complete
DCPDS DOD WORKFORCE IA SPECIAL CODE:		DCPDS DOD WORKFORCE IA LEVEL:	
		DCPDS DOD WORKFORCE IA DUTY CODE:	
			Update

EMPLOYEE IDENTIFIED CERTIFICATIONS				
CERTIFICATION TYPE	CERTIFICATION DATE	CERTIFICATE NUMBER	CERTIFICATION PROVIDER	ACTION
CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	12/17/1997		ISC	Edit Delete
Insert A New Certification				

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Managing Your CyberSecurity Workforce

6. If you want the change to reflect on the billet linked to this employee then click **OK**. Otherwise click **Cancel**.



Note: The “DOD Workforce IA Employee Readiness Status” indicator has now changed to 75% Complete as a result of the update.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	GS	2210	10	10

CYBER SECURITY WORKFORCE INFORMATION			
DOD WORKFORCE IA CATEGORY:	MANAGERIAL	DOD WORKFORCE IA LEVEL:	LEVEL III
DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE:		DOD WORKFORCE IA PAA COMPLETE:	No
DOD WORKFORCE IA SPECIAL CODE:	INFORMATION SECURITY (INFOSEC)	DOD WORKFORCE IA DUTY CODE:	PRIMARY (25 - 40 HOURS)
DOD WORKFORCE IA PQS COMPLETE:	Yes	DOD WORKFORCE IA EMPLOYEE READINESS STATUS:	75% Complete
DCPDS DOD WORKFORCE IA CATEGORY:		DCPDS DOD WORKFORCE IA LEVEL:	
DCPDS DOD WORKFORCE IA SPECIAL CODE:		DCPDS DOD WORKFORCE IA DUTY CODE:	
Update			

EMPLOYEE IDENTIFIED CERTIFICATIONS				
CERTIFICATION TYPE	CERTIFICATION DATE	CERTIFICATE NUMBER	CERTIFICATION PROVIDER	ACTION
CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	12/17/1997		ISC	Edit Delete
Insert A New Certification				

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Gaining Contractors

Your CyberSecurity Workforce may consist of a variety of employee types including contractors. With the appropriate permissions, TWMS allows you to “gain” your contractor employees into your program so you can also administer their CyberSecurity Workforce information.

To gain a contractor*:

1. Click on the **Add/Gain An Employee** button on the Actions Menu.
 2. Enter the last name or SSN of the employee you would like to add.
 3. Click **Select** to choose the UIC this person will be added to.
- *You must have the appropriate access level to gain a contractor.*

ACTIONS:
Add/Gain an Employee
Ad-Hoc Reporter
Dashboard View
Manage Non-Navy Personnel
Report Services
Tools/Functions
View/Update your Profile

STEPS:

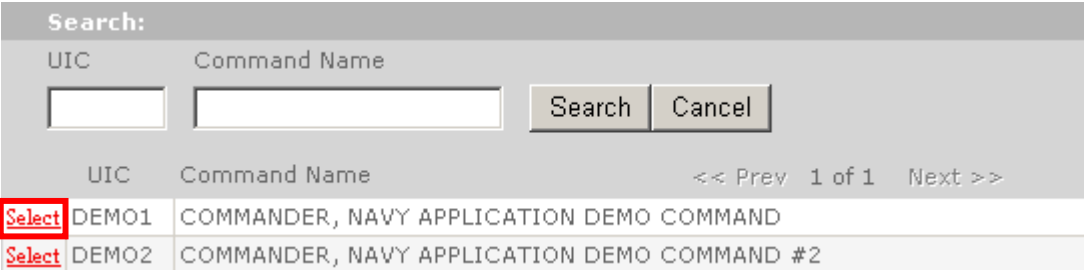
1. Enter the Last Name (required) and First Name (optional) OR the entire SSAN of the employee.
2. Click the "Select" button to find and select the UIC you are adding/gaining employee into.
3. Click the "Search" button to search for the employee in the TWMS database.

Last Name (Primary Search)	First Name
<input type="text" value="Russell"/>	<input type="text"/>
OR	
SSAN	
<input type="text"/>	
SELECT THE UIC YOU ARE ADDING/GAINING EMPLOYEE INTO	
<input type="text"/>	
<input type="button" value="Select"/>	
<input type="button" value="Search"/>	

Gaining Contractors

A new window will display allowing you to search and select the UIC you will add the contractor into.

- 4a. If the UIC is already displayed then click the corresponding **Select** link. Go to step 6.

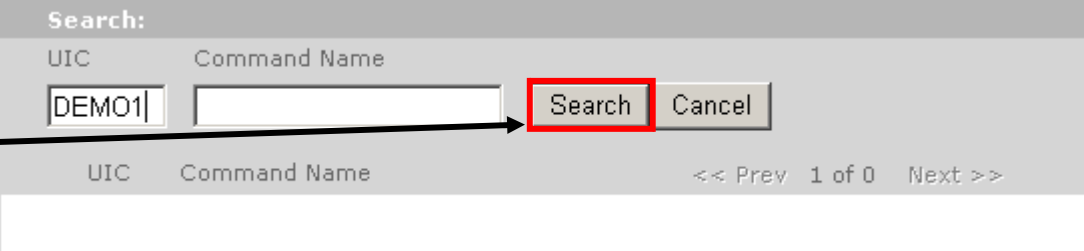


The screenshot shows a 'Search:' window with two input fields: 'UIC' and 'Command Name'. Below the fields are 'Search' and 'Cancel' buttons. A table below the inputs lists two results. The first result has a red box around the 'Select' link. An arrow points from the text 'Select link' in the instructions to this link.

UIC	Command Name
DEMO1	COMMANDER, NAVY APPLICATION DEMO COMMAND
DEMO2	COMMANDER, NAVY APPLICATION DEMO COMMAND #2

OR

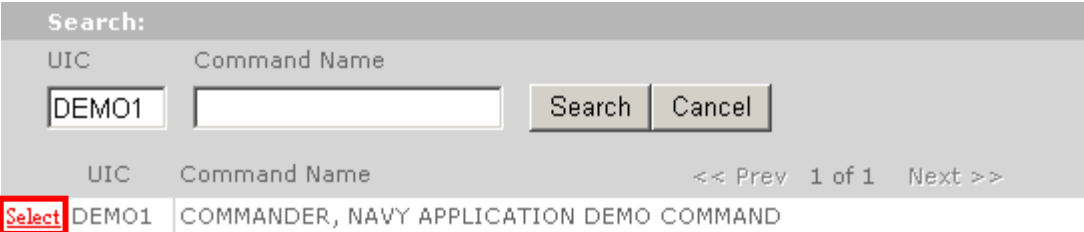
- 4b. If the UIC is not displayed then enter the UIC or the complete or partial Command Name and then click **Search**.



The screenshot shows the 'Search:' window with 'DEMO01' entered in the 'UIC' field. The 'Search' button is highlighted with a red box. An arrow points from the text 'click Search' in the instructions to this button.

UIC	Command Name
-----	--------------

5. From the resulting search, click the corresponding **Select** link of the UIC.



The screenshot shows the 'Search:' window with 'DEMO01' in the 'UIC' field. Below the inputs is a table with one result. The 'Select' link for the first result is highlighted with a red box. An arrow points from the text 'click the corresponding Select link' in the instructions to this link.

UIC	Command Name
DEMO1	COMMANDER, NAVY APPLICATION DEMO COMMAND

Gaining Contractors

The selected UIC will now display.

2. Click Search.

STEPS:
1. Enter the Last Name (required) and First Name (optional) OR the entire SSAN of the employee.
2. Click the "Select" button to find and select the UIC you are adding/gaining employee into.
3. Click the "Search" button to search for the employee in the TWMS database.

Last Name (Primary Search)	First Name
<input type="text" value="Russell"/>	<input type="text"/>
OR	
SSAN	
<input type="text"/>	
SELECT THE UIC YOU ARE ADDING/GAINING EMPLOYEE INTO	
<input type="text" value="DEMO1 - COMMANDER, NAVY APPLICATION DE"/> <input type="button" value="Select"/>	
<input type="button" value="Search"/>	

3. From the resulting list, select the name of the contractor you would like to gain by clicking on the **Gain Employee** link.

		CONTRACTOR		
RUSSELL, GARY EUGENE FN - 8930	32182 - STUNN	MILITARY-ACTIVE	Active - On Board	
RUSSELL, GEORGE EDWARD CTR1 - 9599	40075 - NIOC HAWAII/FICS DS SURF	MILITARY-ACTIVE	Active - On Board	
RUSSELL, GEORGE L - 2269	65923 - FLTREADCEN EAST	CIVILIAN-AFF	Active - On Board	
RUSSELL, GEORGE - 0003	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2	CONTRACTOR	Active - On Board	Gain Employee
RUSSELL, GERALD GLENN HM1 - 4603	48139 - 1ST MAR DIV DET 29 PALMS	MILITARY-ACTIVE	Inactive/Separated	
RUSSELL, GERALD ADELBERT BU2 - 6073	55614 - COM TWO TWO NCR GULFPORT	MILITARY-ACTIVE	Inactive/Separated	

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Gaining Contractors

The yellow fields in the new form displayed below must be completed to gain this employee. Pre-populated fields can also be changed as needed.

5. Enter the information in each of the required yellow fields to complete this form.

6. As required, enter or change any of the other fields.

7. Click the **Submit Contractor** button.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	SSAN	NEW EMPLOYEE TYPE
RUSSELL	GEORGE			000000003	CONTRACTOR

TITLE	UIC	ORG CODE	HOURLY RATE
CONTRACTOR IA SPECIALIST	DEMO1 - COMMANDER, NAVY APPLICATION DE <input type="button" value="Select"/>	N64 <input type="button" value="Select"/>	

GENERAL INFORMATION	
REPORTING DATE: 03/02/2009 <input type="button" value="Calendar"/>	CONTRACTOR STATUS: Permanent <input type="button" value="v"/>
SUPERVISOR'S NAME: <input type="button" value="Select"/>	SUPERVISOR'S ORG CODE: <input type="text"/>
BASE LOCATION: NAS Point Mugu, CA, United States <input type="button" value="Select"/>	BUILDING: 1
WORK SCHEDULE: Full Time <input type="button" value="v"/>	BIN: <input type="text"/> <input type="button" value="Assign"/>
POSN SENSITIVITY: Nonsensitive-C <input type="button" value="v"/>	OCCUPATION CATEGORY: Professional <input type="button" value="v"/>

CONTRACT INFORMATION	
CONTRACT NAME: STARS (NAVAIR) <input type="button" value="Select"/>	COMPANY NAME: SECURITY ASSURANCE INC.
CONTRACT NUMBER: <input type="text"/>	EXP DATE: <input type="text"/>

PERSONAL INFORMATION	
CITIZENSHIP: U.S. Citizen, includes U.S. Nationals <input type="button" value="v"/>	MINORITY CODE: <input type="button" value="v"/>
DOB: 1/25/1969	GENDER: MALE <input type="button" value="v"/>
PLACE OF BIRTH - CITY: PHOENIX	US STATE OR POSESSION: Arizona <input type="button" value="v"/>
COUNTRY: United States <input type="button" value="v"/>	

RECALL INFORMATION	
HOME ADDRESS: 1800 MOCKINGBIRD LANE	
CITY, STATE and ZIP: VENTURA California 93004	
HOME PHONE: (805)896-478 UNLISTED: <input type="checkbox"/>	WORK PHONE: (805)989-5555 EXT <input type="text"/>
CELL PHONE: <input type="text"/>	PAGER NUMBER: <input type="text"/>
EMAIL ADDRESS: GEORGE.RUSSELL.CTR@NAVY.MIL	

EMERGENCY CONTACT INFORMATION	
NAME: <input type="text"/>	RELATIONSHIP: <input type="button" value="v"/>
E-MAIL ADDRESS: <input type="text"/>	
PHONE: <input type="text"/> EXT <input type="text"/>	ALTERNATE PHONE: <input type="text"/> EXT <input type="text"/>

NOTE: All **YELLOW FIELDS** are required.

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Gaining Contractors

The new contractor is now displayed on the Home page ready for updates to their IA Workforce Information.



Record Status:		Employee Type:	Last Name:	First Name:	UIC/ORG	UIC:	ORG:	Sort Order:	Find	Reset			
Active-On Board	All Types				Assigned			Name	Advanced Search				
<<PREVIOUS PAGE												NEXT PAGE>>	
EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE				BIN	BSC	EMPLOYEE TYPE				
ROTTEN, JOHNNY IT2	DEMO2	N6							ACTIVE DUTY				
RUSSELL, GEORGE	DEMO1	N64	CONTRACTOR IA SPECIALIST						CONTRACTOR				
RYAN, TONY	DEMO1	N6	TRAINING & HR SPECIALIST						CONTRACTOR				
SATZER, JOYCE	DEMO1	N41	WEB APPLICATION SPECIALIST						CONTRACTOR				
Selassie, Haile	DEMO1	N131	HARDWARE TECHNICIAN						CIVILIAN-APF				
Silva, Wanderlei IT1	DEMO1	n3							ACTIVE DUTY				
Soze, Keyser CAPT	DEMO1		WEB APPLICATION SPECIALIST						ACTIVE DUTY				
STOKER, HENRY	DEMO1	N61	NETWORK ENGINEER						CIVILIAN-NAF				
Swift, Rob it1	DEMO1	N12							ACTIVE DUTY				
SYRACUSE, ARCHIMEDES	DEMO1	N13	MATHEMATICIAN						CONTRACTOR				
Teach, Edward	DEMO1	N41	HELP DESK ASSOCIATE						CIVILIAN-APF				
TEMPLE, SHIRLEY F	DEMO1	N6	ADMIN SUPPORT						CIVILIAN-NAF				
TRAIANUS, MARCUS T	DEMO1	N3	JANITOR						CONTRACTOR				
VESPASIAN, TITUS F	DEMO1	n6	SOFTWARE MANGALER						CIVILIAN-APF				
Vorilhon, Claude R	DEMO1	N15	SYSTEMS SPECIALIST						CIVILIAN-APF				
WEYMOUTH, TINA	DEMO1	N44	CONTRACTOR FACILITY SUPPORT						CONTRACTOR				
Zombie, Rob it1	DEMO1	n2							ACTIVE DUTY				
TOTALS: CIV-APF: 12 • CIV-FND: 0 • CIV-FNI: 0 • CIV-NAF: 10 • Military Active: 15 • Military Reserve: 0 • Contractor: 16												Page: 2	
✓ Check-In Required ✓ Check-Out Required ⚠ Overdue Gain/Loss													

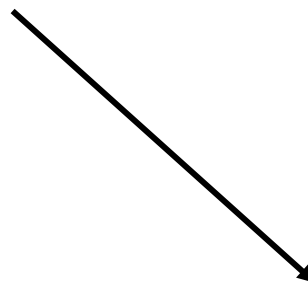
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CyberSecurity Workforce - Reports

TWMS offers a wide variety of reports available to users. Your TWMS access level will determine the reports you have access to. Several of these reports will help you to manage your CyberSecurity Workforce.

To view TWMS reports:

1. Click on the **Reports Services** button on the Actions Menu.



ACTIONS:
Add/Gain an Employee
Ad-Hoc Reporter
Dashboard View
Manage Billets
CBCA: Manage Missions
Manage Non-Navy Personnel
Muster Employees
Report Services
Tools/Functions
View/Update your Profile

CyberSecurity Workforce - Reports

If you have the CSWF access level then you will only see these reports. The CyberSecurity Workforce reports are displayed here. Go to step 3.

ELSE

If you have another TWMS access level then, by default, the “General/Administrative” reports will display. Go to step 2.

2. To view the CyberSecurity Workforce reports for all other access levels, click on the **Training & Education/Security/IA** tab.

IAWF Reports	
Master UIC Roster	TWMS Mass Upload Standard Spreadsheet
Alpha Roster (Standard)	Authorized & On-Board Status (ALL)
Alpha Roster (with Geographic Location)	Authorized & On-Board Status (ALL no groups)
Alpha Roster (IA)	SAAR-N Listing
Training Completed	Training Not Completed
CTO-TASKING Status Report	CTO-TASKING Individual Report
CNIC CNO MESSAGE RO922202 FEB 09 COMPLIANCE REPORT	CNIC CNO MESSAGE RO922202 FEB 09 COMPLIANCE REPORT DETAIL
No Fear Training Statistics	No Fear Training Details
Employee Combined Demographic Charts (By UIC)	AMD Organization Roster
AMD Unassigned Employee List	IA Workforce Roster
IA Workforce Primary Duty Positions	IA Workforce Additional/Embedded Duty Positions
IA Workforce Certified Statistics	IA Workforce Certified
IA Workforce Billet Status	IAWF Employee Roster
IAT Workforce Certified Statistics	BSO Military IT Workforce
IAT Workforce Certified Statistics - version 2	IA Workforce - IA Certification Statistics (People)
Table 1: Civilian Primary Duty IA Positions	Table 2: Civilian Additional/Embedded Duty IA Positions
Table 3: Active Military Primary Duty IA Billets	Table 4: Active Military Additional/Embedded Duty IA Billets
Table 5: Reserve Military Primary Duty IA Billets	70-290/70-291 Cert Report
Navy IAWF Waiver Status	Command IAWF Waiver Status

Report Search: <input type="text"/> <input type="button" value="Find"/> <input type="button" value="Reset"/>		
General/Administrative	Alpha/On-Board/Recall/Muster	Training & Education/Security/IA
Demographics	Manpower & Billet Management	
Birthday Listing	Employee Data Exceptions	
Command Annual Recognition (NADEP)	MET Costing Report	
Employee Labels	Master UIC Roster	
Gains & Losses - History	Master UIC POC Roster	
Phone Roster (By UIC)	Projected Gains	
Projected Losses	Separated Employee Listing	
STATS Input Report	Tenant/Owning Base Reference	
Tenant/Owning Counts	Southwest Region Transportation Incentive Program (TIP)	
Tickler Report	TWM Users	
HRSC Help Desk Employee Data	Civilian Bargaining Unit Status List	
CNRSW Federal Fire Report	CNRSW Federal Fire Report (No Salaries)	
Civilian PD Number Listing	Civilian Reservist Recall Roster	
Within Grade Increase Schedule	Within Grade Increase Due for Next 90 Days	
Civilian Workforce General Information	Financial Civilian Labor by CAC	
LWOP Listing	Overdue Check-In/Check-Out	
Assigned Assets Report	TWMS Mass Upload Standard Spreadsheet	
Acquisition WorkForce		
Self Service Usage by Name		
CNIC Self Service Validator		

CyberSecurity Workforce - Reports

The CyberSecurity Workforce reports are outlined here.

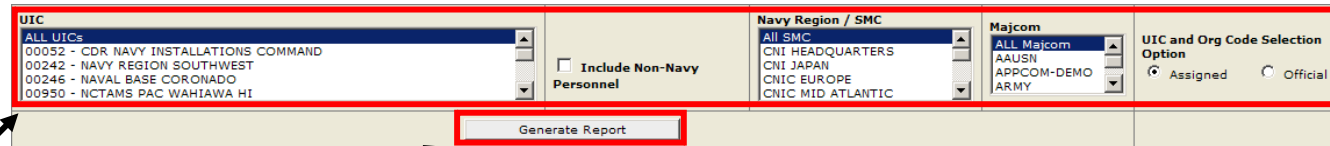
3. Click on the name of the CyberSecurity Workforce report you would like to view.

Report Search: <input type="text"/>				<input type="button" value="Find"/>	<input type="button" value="Reset"/>		
General/Administrative		Alpha/On-Board/Recall/Muster		Training & Education/Security/IA		Demographics	
Payroll & Leave		Manpower & Billet Management		Awards & Performance		CBCA	
IA Awareness Training Completed				IA Awareness Training Not Completed			
IA Awareness Training Statistics Report							
Employee Language Skills				Educational Levels			
Education Levels Chart							
Security Roster (ALL)				Overdue Investigations			
Deployment (IA) - Current				Top Secret Security Report			
TAD - Current							
Deployment Summary (Regional)				Deployment Eligibility Query			
Deployment History				Deployment (IA) - Future			
CTO-TASKING Status Report				CTO-TASKING Individual Report			
IA Workforce Roster							
IA Workforce Additional/Embedded Duty Positions				IA Workforce Primary Duty Positions			
OGE Form 450 Filers				Employee Training DCPS Invalid			
SAAR-N Listing				IAWF Employee Roster			
Remote Access Listing				Privileged User Agreement Listing			
IA Workforce - IA Certification Statistics				OWA Outlook Web Access Listing			
IA Workforce - IA Certification Statistics (People)							
IA Workforce Billet Status				IA Workforce - IA Certification Graphs			
Training Completed				Training Not Completed			
Training Statistics by Requirement				Training Requirements			
DAWIA Listing				IAWF - IAT Operating Systems Certification Statistics			
DAWIA WorkForce Data				Cell Phone TWMS Audit			
Employee SAAR Management Report				Certifications			
Navy IAWF Waiver Status				Command IAWF Waiver Status			
IDP Area of Development				IDP Course Decision			
IDP Course Description				IDP Status			
IDP Training Institution and Cost							
SF-182 List							

CyberSecurity Workforce - Reports

A filter window will always be displayed when running a report. This window will provide several optional filters that will help you to determine the records you want included in your report.

4. As necessary, choose the optional UIC(s), Navy Region/SMC, Majcom, and/or UIC/Org Code filters for this report.

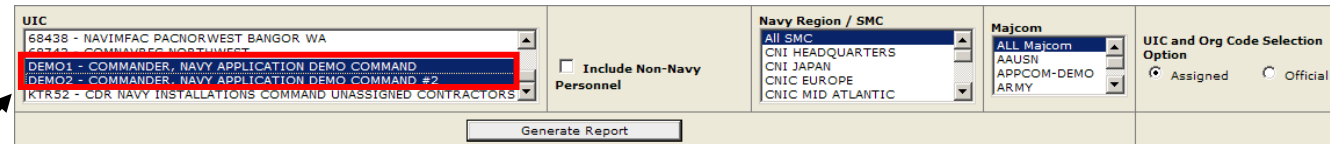


The screenshot shows a filter window with the following sections:

- UIC:** A dropdown menu with 'ALL UICs' selected. Below it, a list of UICs is visible: 00052 - CDR NAVY INSTALLATIONS COMMAND, 00242 - NAVY REGION SOUTHWEST, 00246 - NAVAL BASE CORONADO, and 00950 - NCTAMS PAC WAHIAWA HI.
- Include Non-Navy Personnel:** A checkbox that is currently unchecked.
- Navy Region / SMC:** A dropdown menu with 'All SMC' selected. Below it, a list of regions is visible: CNI HEADQUARTERS, CNI JAPAN, CNIC EUROPE, and CNIC MID ATLANTIC.
- Majcom:** A dropdown menu with 'ALL Majcom' selected. Below it, a list of Majcoms is visible: AAUSN, APPCOM-DEMO, and ARMY.
- UIC and Org Code Selection Option:** Two radio buttons, 'Assigned' (selected) and 'Official'.
- Generate Report:** A button located at the bottom center of the window.

5. Click the **Generate Report** button.

- 6a. If you are not satisfied with the results then select other filters and click the **Generate Report** button again. Go to step 7.



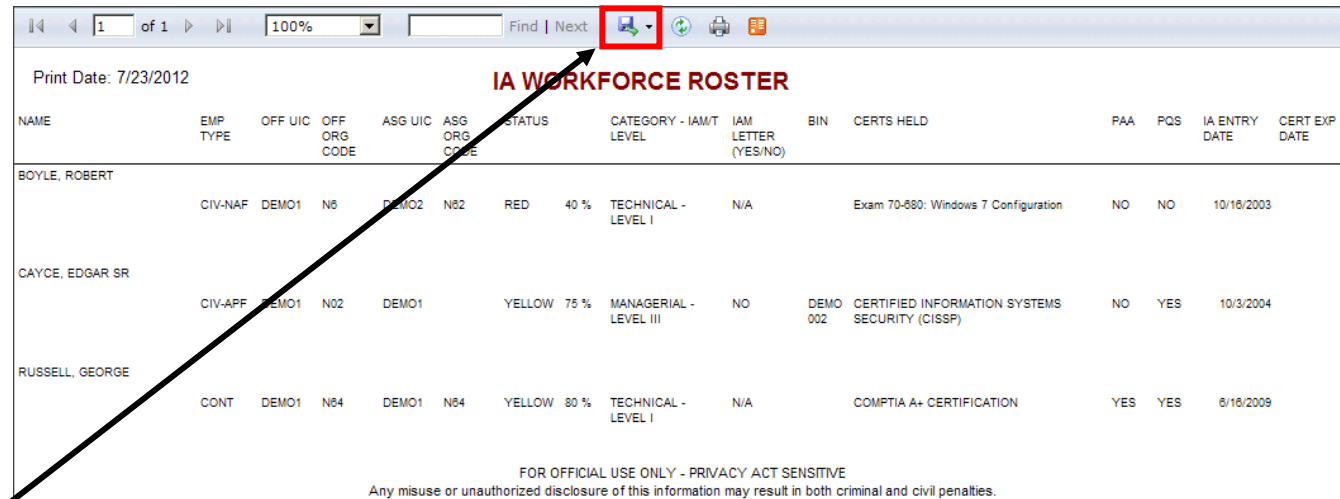
The screenshot shows the same filter window as above, but with a red box highlighting the UIC dropdown menu. The dropdown is open, showing a list of UICs: 68438 - NAVIMFAC PACNORWEST BANGOR WA, 68742 - COMNAVJAG NORTHWEST, DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND, DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2, and JTR52 - CDR NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS.

OR

CyberSecurity Workforce - Reports

6b. If you are satisfied with the results then go to step 7.

7. Click the **Export** icon dropdown box and choose the desired format of this report for exporting.



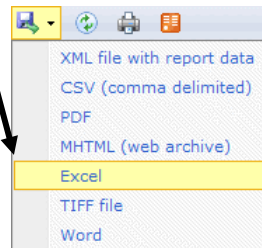
Print Date: 7/23/2012

IA WORKFORCE ROSTER

NAME	EMP TYPE	OFF UIC	OFF ORG CODE	ASG UIC	ASG ORG CODE	STATUS	CATEGORY - IAM/T LEVEL	IAM LETTER (YES/NO)	BIN	CERTS HELD	PAA	PQS	IA ENTRY DATE	CERT EXP DATE
BOYLE, ROBERT	CIV-NAF	DEMO1	N6	DEMO2	N62	RED	40 % TECHNICAL - LEVEL I	N/A		Exam 70-880: Windows 7 Configuration	NO	NO	10/16/2003	
CAYCE, EDGAR SR	CIV-AFF	DEMO1	N02	DEMO1		YELLOW	75 % MANAGERIAL - LEVEL III	NO	DEMO 002	CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	NO	YES	10/3/2004	
RUSSELL, GEORGE	CONT	DEMO1	N64	DEMO1	N64	YELLOW	80 % TECHNICAL - LEVEL I	N/A		COMPTIA A+ CERTIFICATION	YES	YES	6/16/2009	

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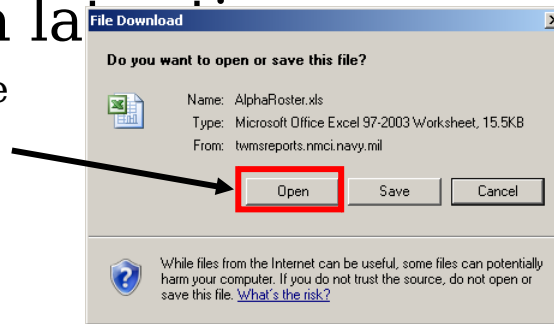
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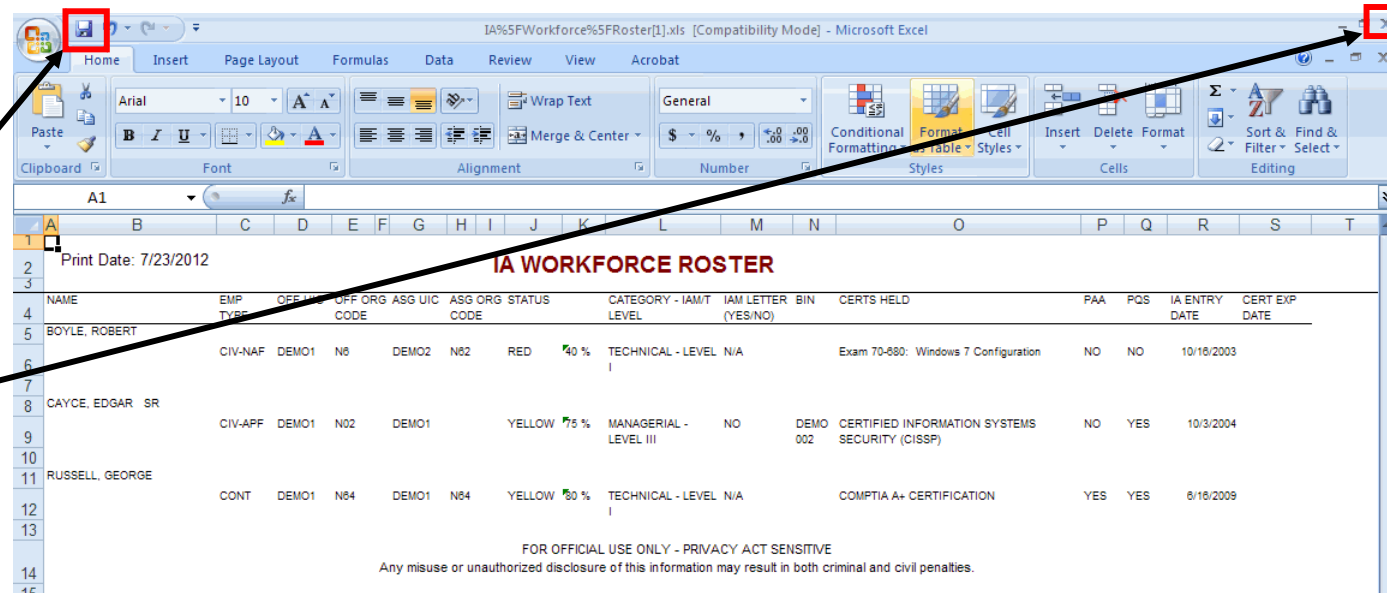
CyberSecurity Workforce - Reports

Your report will open in a new window. When exporting a report you have the option to either open it or save it. Opening it will display the report in the format you selected. Saving it will enable you to display it a later date.

8. Click **Open** to open the report in Excel.



9. Click the **Save** button and provide the name of the report and the path where you want to save it.



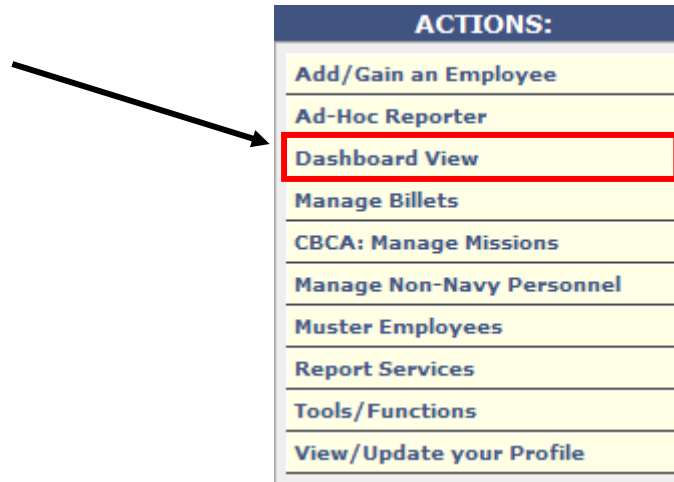
10. Close the window when you are finished with the report.

CyberSecurity Workforce – Dashboard

The Dashboard provides access to a high-level view of the information related to your TWMS account. Displayed in the dashboard are numerous charts and tables reflecting the numeric totals of the selections you make.

To view TWMS'
Dashboard:

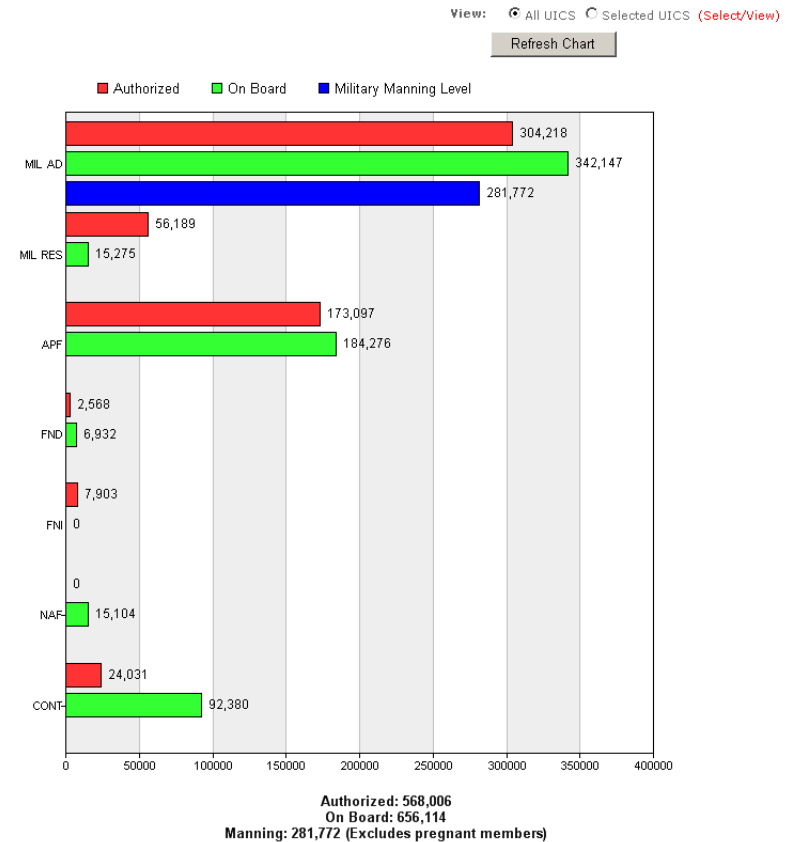
1. Click on the **Dashboard View** button on the Actions Menu.



CyberSecurity Workforce – Dashboard

The default view displays the Current On Board status of the workforce you have access to based upon your account profile.

2. Click on the **DON IA Workforce** tab.



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CyberSecurity Workforce – Dashboard

This tab initially displays the readiness percentage of the total CyberSecurity Workforce by BSO.

To drilldown for more details of a BSO by SMCs:

Any of the displayed listings can be printed by clicking the print link.

- Click on the SMC link of the BSO you are interested in.

Current On Board IA Deployed Demographics DON IA Workforce Muster				
Worforce By BSO >				
IA Worforce By BSO				
 Click to Print This Page				
Drilldown	BSO	BSO NAME		
SMC	NV02	CENTRAL OPERATING ACTIVITY (COA)	0-25	25-50 50-75 75-100
SMC	NV11	CHIEF OF NAVAL OPERATIONS (CNO) ASSISTANT FOR FIELD SUPPORT (N09B)	0-25	25-50 50-75 75-100
SMC	NV12	ASSISTANT FOR ADMINISTRATION, OFFICE OF UNDER SECRETARY OF THE NAVY (AUSN)	0-25	25-50 50-75 75-100
SMC	NV14	CHIEF OF NAVAL RESEARCH (CNR)	0-25	25-50 50-75 75-100
SMC	NV15	OFFICE OF NAVAL INTELLIGENCE (ONI)	0-25	25-50 50-75 75-100
SMC	NV18	CHIEF, BUREAU OF MEDICINE AND SURGERY	0-25	25-50 50-75 75-100
SMC	NV19	COMMANDER, NAVAL AIR SYSTEMS COMMAND	0-25	25-50 50-75 75-100
SMC	NV22	CHIEF OF NAVAL PERSONNEL (CHNAVPERS)	0-25	25-50 50-75 75-100
SMC	NV23	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND	0-25	25-50 50-75 75-100
SMC	NV24	COMMANDER, NAVAL SEA SYSTEMS COMMAND	0-25	25-50 50-75 75-100

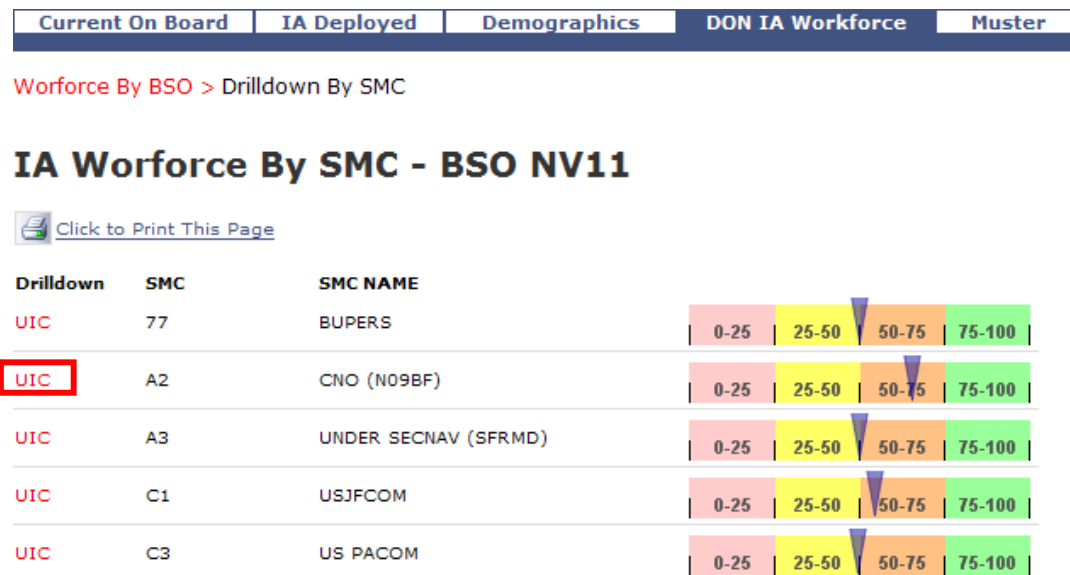
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CyberSecurity Workforce – Dashboard

This view displays the readiness percentage of the total CyberSecurity Workforce by SMCs within the chosen BSO.

To drilldown for more details of an SMC by UICs:

4. Click on the UIC link of the SMC you are interested in.



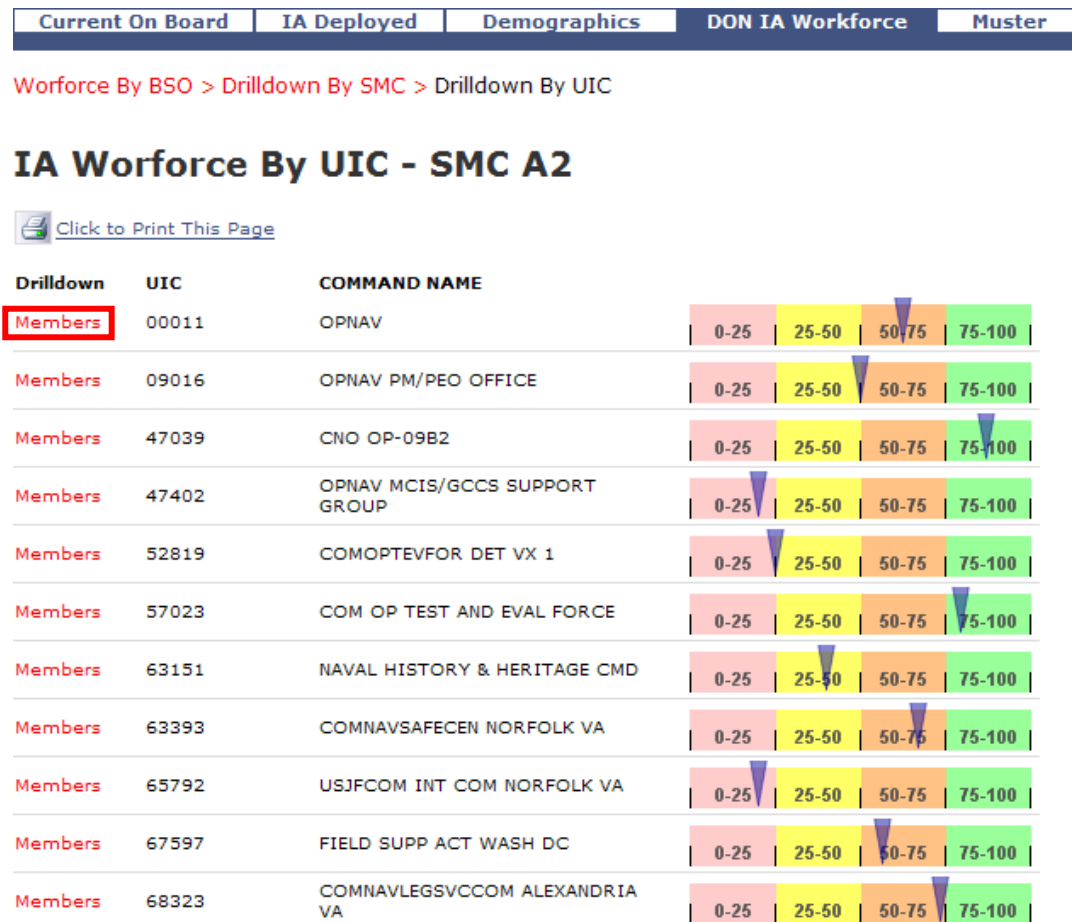
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CyberSecurity Workforce – Dashboard

This view displays the percentages of the CyberSecurity Workforce by UICs within the chosen SMC.

To drilldown for more details of a UIC by Members within the UIC:

- Click on a Members link of the UIC you are interested in.



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CyberSecurity Workforce – Dashboard

This tab displays the readiness percentages of an individual within the CyberSecurity Workforce of the selected UIC.

6. Click on the name of any member to see their CyberSecurity Workforce Information form*.

**You must have the appropriate access to view an employee's CyberSecurity Workforce Information form.*



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